

VMR-VRO CHECKLIST - HOW TO ADD NEW VENDORS

Step 1: Search the database prior to entering the vendor (Navigation: Vendors > Vendor Setup/Maintenance > Vendor Information > Find an Existing Value). Failure to search could result in duplicating the vendor. For helpful tips on searching for existing vendors, see the section titled “SEARCHES TO FIND A VENDOR.”

When to Duplicate a Vendor

Vendors can be duplicated under the following circumstances:


- HMRS vendors with more than one HR classification
- HRMS vendors used by both the State and Higher Ed – they must be kept separate
- Vendors requesting multiple sites within the organization to receive bids and/or proposals

Step 2: After verifying that the vendor is not already set up, click on ‘Add a New Value.’ Use the SetID of SHARE, and the Vendor ID of “NEXT”. The Vendor ID of “NEXT” will change to a system assigned Vendor ID number upon completion and saving of the vendor data.

Vendor Information

The screenshot shows the 'Vendor Information' form with two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is active. Below the tabs are three input fields: 'SetID' with a dropdown menu showing 'Share' and a magnifying glass icon; 'Vendor ID' with a text box containing 'NEXT'; and 'Persistence' with a dropdown menu showing 'Regular'. Below these fields is a yellow 'Add' button.

Note the ‘Persistence’ defaults to ‘**Regular**’. The persistence defaults to the type of vendor that was viewed last. Please watch to make sure that “Regular” fills in on this field before proceeding.

Click  to take you to the Identifying Information page.

NOTE: YOU CANNOT CLICK “SAVE” UNTIL THE REQUIRED FIELDS ON THE FIRST THREE TABS (Identifying Information, Address, Location) ARE COMPLETED. You will receive an error message if you try.

VMR-VRO CHECKLIST - HOW TO ADD NEW VENDORS

IDENTIFYING INFORMATION PAGE

Identifying Information	Address	Contacts	Location	Custom
<div>SetID: SHARE Check for Duplicate</div> <div>Vendor ID: NEXT</div> <div>*Vendor Short Name: SAMS TEST</div> <div>*Vendor Name 1: SAMS TESTING COMPANY</div> <div>Vendor Name 2: </div> <div>*Status: Approved *Classification: Supplier</div> <div>*Persistence: Regular HCM Class: </div> <div><input type="checkbox"/> VAT Registration Registration VAT Default VAT Service Treatment Setup</div> <div><input type="checkbox"/> Withholding Expand All Collapse All</div> <div><input checked="" type="checkbox"/> Open For Ordering</div> <div><div>Vendor Relationships</div><div><input type="checkbox"/> Corporate Vendor InterUnit Vendor</div><div>Corporate SetID: SHARE InterUnit Vendor ID: </div><div>Corporate Vendor ID: NEXT</div></div> <div><div>Create Bill To Customer</div><div><input type="checkbox"/> Create Bill To Customer</div></div> <div><div>Additional ID Numbers</div><div>Duplicate Invoice Settings</div><div>Government Classifications</div><div>Standard Industry Codes</div><div>Additional Reporting Elements</div><div>Expand All Collapse All</div></div> <div>Save Notify Add Update/Display Include History Correct History</div>				

Vendor Name Section

Note that the entering sequence has changed. The 'Short Name' is the first field to complete. The Short Name no longer automatically fills.

SetID:	SHARE	Check for Duplicate
Vendor ID:	NEXT	
*Vendor Short Name:	SAMS TEST	
*Vendor Name 1:	SAMS TESTING COMPANY	
Vendor Name 2:		
*Status:	Approved	*Classification: Supplier
*Persistence:	Regular	HCM Class:
<input type="checkbox"/> VAT Registration	Registration VAT Default VAT Service Treatment Setup	
<input type="checkbox"/> Withholding		Expand All Collapse All
<input checked="" type="checkbox"/> Open For Ordering		

VMR-VRO CHECKLIST - HOW TO ADD NEW VENDORS

Short Name: - The basic rules for short names are (1) use the last name of an individual; and (2) enter as much of the business name in the Short Name field as possible. There are specific rules for special situations. Please refer to the table below.

Type of Vendor	Search on:
Agencies, State	The word 'STATE'
Big Kmart	KMART
Boards that are not state agencies	BOARD
Cities and towns in ND	CITIES
Colleges	The college's acronym (i.e. UND; NDSU, etc.)
Companies	The primary word in the vendor's name or initials of the company.
Councils that are not state agencies	COUNCIL
Counties in ND	COUNTY
Employees	Identification code from HRMS
Food Services of America	FSA
Great Capital Lunch Room	LUNCHROOM
Individuals, not business names	Their last name
Montana Dakota Utilities	MDU
Red Cross (American Red Cross)	RED CROSS
United Parcel Service	UPS
Vendor names starting with ND (i.e., ND Association of Counties; ND Envelope Company, etc.)	Primary name (Association, Envelope, etc.)
Vendors	First primary name of the vendor (not 'A', 'The', etc.)

Name 1: – Key the vendor's name here without punctuation. Examples of how to key a vendor's name:

- The Printers = PRINTERS,THE
- State Procurement Office = PROCUREMENT OFFICE,STATE
- Dr. John Smith = SMITH,JOHN DR
- Spell all acronyms out in this field. Only use acronyms in the Short Name.
- There is no space after the comma.

Name 2: - If the new vendor is a sole proprietorship, where the legal owner is an individual doing business as (DBA) the business name, enter the individual's name in Name 2.

- Dave Smith DBA Dakota Motorcycles would be entered as:
 Name 1 = DAKOTA MOTORCYCLES
 Name 2 = LN: SMITH,DAVE

VMR-VRO CHECKLIST - HOW TO ADD NEW VENDORS

Vendor Classification Section

*Status:	Approved ▼	*Classification:	Supplier ▼
*Persistence:	Regular ▼	HCM Class:	▼
<input type="checkbox"/> VAT Registration Registration VAT Default VAT Service Treatment Setup			
<input type="checkbox"/> Withholding			
<input checked="" type="checkbox"/> Open For Ordering			
		Expand All	Collapse All

Status: –

- Approved – The default status upon saving a new vendor correctly.
- Unapproved – If a vendor gets set up incompletely it will go to unapproved status. This will happen if a new vendor does not have an address and location entered. Employee vendors will sometimes be set up as “unapproved” if incomplete information is entered in payroll.
- The remaining items have to do with vendor maintenance, not entering a new vendor.

Classification: –

- Supplier (Default) – A supplier for this database is defined as a non-government entity, non-profit organization, government entity, utility provider, or any individual or firm who receives a check from a North Dakota state agency or university system institution in payment for goods or services, refunds, disbursements, etc.
- Employee – set up through Payroll/HR.
- HRMS – see section on HRMS vendors
- Attorney – not used.

Persistence: -

- Regular – The default status for a new vendor. This status will be used almost 100% of the time.
- Permanent – **This status is used only for HCM vendors and state agencies.**
- One-Time – Please use this persistence if you believe the vendor will only be paid once. The vendor will automatically go inactive when the voucher is processed, saving on database maintenance.
- Single Pay – On the state side we have not been using this persistence. Check with your ConnectND contact to see if higher education institutions are using this option.

HCM Class – To be used in conjunction with the payroll module; contact your ConnectND representative for more information concerning this.

Withholding – The withholding box should be checked for all individuals, sole proprietorships, LLC businesses, and partnerships; however, do not check this box until the VMR is provided with a taxpayer identification number (social security number or FEIN).

Do not check the Withholding box for the following types of vendors:

- Non-profit organizations (if listed as such on the Secretary of State's website or IRS's list of charities)

VMR-VRO CHECKLIST - HOW TO ADD NEW VENDORS

- Corporations (exceptions are law firms and medical corporations that are for-profit)
- State agencies, colleges, counties, cities, or any other government-type entity
- Obvious conferences, councils, or boards
- Cooperatives

More details about 1099 information and vendors will be addressed later on.

Open for Ordering: – Will be defaulted to the ✓ position. If this box is not checked, purchase orders cannot be created for the vendor.

Vendor Relationships – Used by Vendor Registry only.

Create Bill-to-Customer – Not used at this time.

Expand All

Collapse All

Expand All and Collapse All Buttons: - These buttons will expand and collapse the blue links at the bottom of the page:

▶ Additional ID Numbers

▶ Duplicate Invoice Settings

▶ Government Classifications

▶ Standard Industry Codes

▶ Additional Reporting Elements

Expand All

Collapse All

Additional ID Numbers

The 'Additional ID Numbers' are used in the following manner:

1. The vendor's last four digits of their TIN number are entered into 'Our Customer' number. This helps identify vendors when searching on popular names (e.g., Cheryl Johnson).

Additional ID Numbers

Customer ID:

Our Customer Number: 1234

Type	SetID	ID Number	DUNS Number
<input type="text"/>		<input type="text"/>	

Customize | Find | View All | First 1 of 1 Last

VMR-VRO CHECKLIST - HOW TO ADD NEW VENDORS

2. Our Customer Number is also used to identify 'inactive' vendors.

Additional ID Numbers

Customer ID:

Our Customer Number:

ID Numbers				Customize Find View All First 1 of 1 Last	
Type	SetID	ID Number	DUNS Number		
<input type="text"/>		<input type="text"/>		+	-

3. The ID Number 'Type' and ID Number are used on employees only to indicate which business unit employees the employee. This auto fills from the HCM (payroll) module.

Additional ID Numbers

Customer ID:

Our Customer Number:

ID Numbers				Customize Find View All First 1 of 1 Last	
Type	SetID	ID Number	DUNS Number		
BU		11000		+	-

4. It is also used to eliminate certain types of vendors from the state's inquiry role which allows users without security clearance to search the database. Those types of vendors include employees, confidential vendors, and vendors being paid certain types of payments.

Additional ID Numbers

Customer ID:



Our Customer Number:

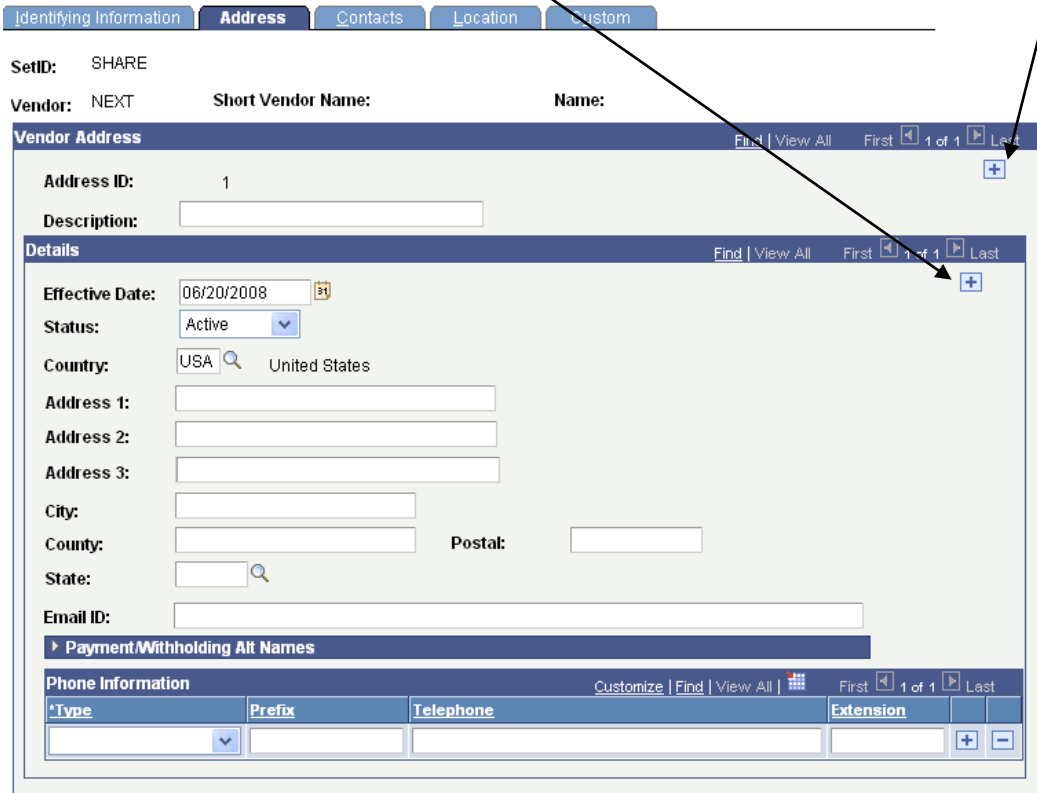
ID Numbers				Customize Find View All First 1 of 1 Last	
Type	SetID	ID Number	DUNS Number		
<input type="text"/>		<input type="text"/>		+	-

The remaining links at the bottom of the Identifying Information page can be ignored for now.

VMR-VRO CHECKLIST - HOW TO ADD NEW VENDORS

STEP 3: – ADDRESS PAGE

This next step covers storing address data for an unlimited amount of addresses. The top  icon (1) allows additional addresses. The lower  icon (2) allows the user to update an existing address.



Vendor Address – Description – Example names of the addresses that can be entered in ‘Descr’:

- Vendors with a single address – enter the name of the city in the description.
- Vendors with multiple addresses –
 - a. Enter all of the addresses as indicated above with the name of the city in the description. If there is more than one address in the same city, add the street address to the description.
 - b. Create a ‘MAIN’ address which will be attached to the default ‘Main’ location.

Details –

Effective Date - Date the vendor was added or any changes were made to the vendor. These dates should not be keyed in; allow the system to record the date.

Status – defaults to Active. The other choice of Inactive is used for vendor address changes, updates, etc.

VMR-VRO CHECKLIST - HOW TO ADD NEW VENDORS

NOTE: Do not use any individual's name in the address line, such as "ATTN: CAROL." Use only the person's title to ensure proper flow of payments in case of employee turnovers at that company.

Addresses: Complete all address fields with appropriate data. Use all caps and no punctuation when entering the address. Use the abbreviations referenced in the US Postal Standards handbook when entering the address. The US Postal handbook can be downloaded from <http://pe.usps.gov>, select Postal Addressing Standards. The 'County' and 'Email ID' fields are optional.

There should be one row for each address. Remember the post office machines read from the bottom up. That means the street address or PO box should be closest to the city, state and zip. All other information should be above the street address or PO Box. Example:

TECH4LEARNING
6960 N 101ST ST
PO BOX 55555
SAN DIEGO CA 92120-5555

If a mail stop is used in the address, it should be included at the end of the address row. See below:

PO BOX 9800 M/S OMNI 3-1

VMR-VRO CHECKLIST - HOW TO ADD NEW VENDORS


Canadian and Foreign Addresses

For all foreign addresses, including Canada, you must first start by selecting the 'Country' with the magnifying glass where shown below:

The screenshot shows a software interface for adding a new vendor address. The 'Address' tab is selected. In the 'Details' section, the 'Country' field is set to 'ITA' (Italy), and a magnifying glass icon is visible next to it. The 'Status' is 'Active'. The 'Effective Date' is '08/13/2008'. Below the details, there is a section for 'Payment/Withholding Alt Names' and a 'Phone Information' table with columns for 'Type', 'Prefix', 'Telephone', and 'Extension'.

The correct fields required for that country's mail will show up. If you encounter problems entering a foreign address, please contact the Vendor Registry Office at 701-328-2773 for help.

Multiple Addresses

To set up addresses for various payment destinations, click on the top  icon. Be sure to enter an informative description so other vendor users will know what the address should be used for.

If your vendor should have multiple addresses and locations, create a new address with the following information:

Address1: CHOOSE THE CORRECT LOCATION
Address2
Address3
City: XXXX
Zip: 00000
State: ND

This address will be tied to the default location of "MAIN." This will be discussed more in the next step.

VMR-VRO CHECKLIST - HOW TO ADD NEW VENDORS

Payment/Withholding Alternate Names

Click on the arrow to open up the fields. These fields have changed in version 9.0, but they are still only necessary for situations as listed below.

Payment Alternate name

- Used for associations, councils, etc. when their name must be turned around in the Name 1 field. Example: Vendor #12104 shows Name 1 as BANKERS ASSOCIATION,ND because there would be too many vendors beginning with "ND" otherwise. By using the 'Payment Alternate name' field, you can enter their official title of "ND Bankers Association" so that is how their checks will print.
- Use this field whenever a vendor wants the checks to print with a particular name that is different from the legal name.

Withholding Alternate name

- This field is of great help when entering sole proprietorships. Small business owners usually want their checks made payable to the business name, but any 1099 reporting must be in the owner's name if it belongs to the TIN given on the W-9. Please see the checklist on "*Alternate Name – Payment/Withholding Alternate Names*" for more thorough discussion.

Telephone

This is no longer a link. It is convenient for individuals and sole proprietorships, where a separate Contact page is not necessary. If there is only one person/address to contact, you may just enter the telephone number(s) on this link rather than on the 'Contacts' tab.

STEP 4 – CONTACTS TAB (OPTIONAL)

An unlimited number of vendor contacts can be entered on this page. Information containing the contact's description, name, title, and other contact information are stored here. This is not a required screen for the vendor to be saved.

Description


Use the same naming convention used for the addresses and locations, or name the contact by their function followed by the city: See example on the next page.

- Billing Dept. - MPLS,
- Returns - Chicago,
- PO - Fargo Office,
- Sales - Bismarck,
- Bids - Minot,
- Account Administration – Grand Forks, etc.

VMR-VRO CHECKLIST - HOW TO ADD NEW VENDORS

Fill in as much of the information as was given to you. A new field called **'Type'** allows you to state what kind of contact it is.

DO NOT ATTACH AN ADDRESS TO THE CONTACT. If you really need to connect an address to this contact, contact the Vendor Registry Office first. It may be permissible as long as this vendor is not registered as a bidder.

If multiple contacts exist, a new row may be added to the panel for each contact by clicking the  icon.

Contact phone information is no longer a link but part of the contact page.

STEP 5 – LOCATION INFORMATION

The location, not the address, determines how a vendor is to be paid. The location tab handles the banking information, whether a vendor is paid by check or by direct deposit (ACH), and the 1099 reporting information. Please keep in mind that hundreds of people will be choosing payment methods in procurement and accounts payable based upon what you have set up on this page. The three most crucial areas where locations can be confusing for users are:

- The location name and its accompanying description
- The address tied to this location
- Ensuring that correct ACH bank information is entered

VMR-VRO CHECKLIST - HOW TO ADD NEW VENDORS

Vendor Location

One location needs to be established as the default location for each vendor. Normally if only one location is being added, it will be the default location. That location is to be named "MAIN". When a user selects a vendor into the process being used (i.e., PO or voucher), the default location with its corresponding address and payment method will show up.

The 'Default' checkmark will always show up on the first location set up for a vendor (see example below).

If additional locations are added to a vendor, the VMR must create a location named 'MAIN' and mark this location as the default. Once the default is checked on a new location the check mark on the old location disappears. Additional locations are created for a number of reasons:

1. Additional addresses (each address needs a location created for it)
2. Interfaces (this is handled by Vendor Registry or ConnectND)
3. Different types of payments (this is handled by Vendor Registry), etc.

If a vendor has multiple addresses and locations, one location must be created to be a default. That location would be named 'MAIN' and an address would be recreated that read 'CHOOSE CORRECT LOCATION' and attached to the Main location (more on this later).

SetID: SHARE

Vendor: NEXT Short Vendor Name: Name:

A vendor location is a default set of rules which define how you conduct business with a vendor.

Location		Find View All	First	1 of 1	Last
'Location':	<input type="text"/>		<input checked="" type="checkbox"/>	Default	+
Description:	<input type="text"/>	RTV Fees			
Details		Find View All	First	1 of 1	Last
'Effective Date':	06/20/2008 [i]	+			
Status:	Active v				
Options:	Payables Procurement Sales/Use Tax 1099	Expand All		Collapse All	
▶ Additional ID Numbers					
▶ Comments					
▶ Internet Address					
▶ VAT					
Expand All		Collapse All			

[Save](#) [Notify](#) [Add](#) [Update/Display](#) [Include History](#) [Correct History](#)

The descriptions can be the same as the address name or an expansion of location name. Both fields should be entered with all caps. The Description field can also be used to identify certain funds that monies are to be deposited into, or to limit the use of a location (e.g., "VR USE ONLY," "NDSU USE ONLY"). Some examples follow:

VMR-VRO CHECKLIST - HOW TO ADD NEW VENDORS

Location	Descr:
MAIN (always the default location)	CHOOSE CORRECT LOCATION
PO	PO – BISMARCK
REMIT	MINOT
2REMIT	PO BOX 5550-SIOUX FALLS, SD
BIDS	SPO USE ONLY
FOODPRO	FOODPRO – UND


Location Details

Attaching addresses to locations has changed with version 9.0. Instead of multiple address fields appearing on this page for ordering, invoicing, remitting, and returning, there are separate links for **'Payables'** and **'Procurement.'**

How to set up a Location for one address: When only one address is supplied, only one location is required. That location would be the default location. The location description can be the same as the address description – the name of the city. Since there is only one address, you do not have to “attach” anything to the location – Address 1 will automatically populate for you.

Skip to the **“Options”** section on the next page if you have only one address for this vendor.

Setting up Locations for multiple addresses: When a vendor has multiple addresses, create a location for each address. It is permissible for more than one location to be tied to the same remittance address, but “one address for each location” is the suggested method. The VMR must use discretion in determining which method is best, or call the Vendor Registry Office for help. Please do not attach different addresses to a single location. The system may allow you to enter a variety of addresses, but doing so prevents a smooth payment flow.

Add locations by using the lower  icon under **'Location Detail.'** With multiple addresses/locations, you must also set up an address with the following information:

- Address1: CHOOSE CORRECT LOCATION
- City: XXXXXXX
- State: ND
- Zip: 00000

Attach the above address to the **default** location. This step is mandatory. This location usually does not have any bank account information or 1099 withholding information entered

VMR-VRO CHECKLIST - HOW TO ADD NEW VENDORS

Options - The location is split into sections:

- [Payables](#)
 - Additional Payables Options – ACH Information (See the Banking Information Guideline).
 - Matching/Approval Options – **Not being used at this time.**
 - Electronic File Options – **Not being used at this time.**
 - Self-Billed Invoice Options - **Not being used at this time.**
 - Vendor Bank Account Options – ACH information
 - Vendor Type Options - **Not being used at this time.**
 - HIPAA Information - **Not being used at this time.**
 - Debit Memo Options - **Not being used at this time.**
- [Procurement](#)
 - Additional Procurement Options - **Not being used at this time.**
 - Dispatch Methods - **Not being used at this time.**
 - POA Settings - **Not being used at this time.**
 - RTV Options - **Not being used at this time.**
 - Procurement Card Information – This may be used in the near future.
- [Sale/Use Tax](#) - **Not being used at this time.**
- [1099](#) – See page 16 for more details.
- Links at the bottom of the page:
 - **Additional ID Numbers** – Use this field to record the TIN number of those vendors who are not 1099 reportable, i.e, corporation EINs:

Type	SetID	ID Number	D+B Number
TIN		555555555	

Select “TIN” from the look-up features of the ‘Type’ and enter the taxpayer ID number without hyphens in the box to the right.

- **Comments** - This is used by VRO and VMRs to record changes to the vendors. The ‘Comments’ section becomes very important when changing or correcting information on a vendor. For more on this feature, see the checklist titled, “Using Comments.”
- **Internet Address** - **Not being used at this time.**
- **VAT** - **Not being used at this time.**

The payables and procurement address portions need to be attached to the same address. This step is critical when the vendor has multiple addresses and locations. Two examples follow.

VMR-VRO CHECKLIST - HOW TO ADD NEW VENDORS

Payables Link (see the address number):

Payables Options

SetID:	SHARE	Location:	REMIT
Vendor ID:	0000075488	Description:	YAKIMA,WA
Short Vendor Name:	A & A		
Name 1:	A & A MOTORCOACH INC		Expand All Collapse All

Invoicing

Vendor:	0000075488	A & A
Address:	1 Search	YAKIMA,WA PO BOX 9364 YAKIMA, WA 98909
Location:	REMIT	YAKIMA,WA

Remitting

*Vendor:	0000075488 Search	A & A-001
*Address:	1 Search	YAKIMA,WA PO BOX 9364 YAKIMA, WA 98909
*Location:	REMIT Search	YAKIMA,WA

Procurement Link (see the address number):

Procurement Options

SetID:	SHARE	Location:	REMIT
Vendor ID:	0000075488	Description:	YAKIMA,WA
Short Vendor Name:	A & A		
Name 1:	A & A MOTORCOACH INC		Expand All Collapse All

Ordering

Vendor:	0000075488	A & A MOTORCOACH INC
*Address:	1 Search	YAKIMA,WA PO BOX 9364 YAKIMA, WA 98909
Location:	REMIT	YAKIMA,WA

Pricing

Vendor	0000075488	A & A MOTORCOACH INC
*Location:	REMIT Search	YAKIMA,WA

Returning

*Vendor:	0000075488 Search	A & A MOTORCOACH INC
*Address:	1 Search	YAKIMA,WA PO BOX 9364 YAKIMA, WA 98909
Location:	REMIT	YAKIMA,WA

Ship From

Vendor:	0000075488	A & A MOTORCOACH INC
Address:	1 Search	YAKIMA,WA PO BOX 9364 YAKIMA, WA 98909
Location:	REMIT	YAKIMA,WA

VMR-VRO CHECKLIST - HOW TO ADD NEW VENDORS

1099 Link

When entering a new vendor, 1099 reporting requires a taxpayer identification number and documentation for the following groups of vendors:

- Individuals
- Sole Proprietorships
- Partnerships
- LLC businesses

Acceptable paperwork from the vendor would be an IRS W-9 or an application from the Vendor Registry website containing a substitute W-9. This documentation should be submitted to the Vendor Registry Office in Bismarck, as that is the office of record for vendor documents.

IF NO WITHHOLDING IS TO BE SET UP ON THIS VENDOR, IT IS SAFE TO SAVE THE VENDOR AT THIS POINT. A VENDOR NUMBER WILL AUTOMATICALLY BE ASSIGNED UPON SAVING. THE REMAINING STEPS IN THIS DOCUMENT ARE OPTIONAL.

If the VMR knows the social security number or federal taxpayer ID number for one of the above types of vendors, add that information using the 1099 link located on the location tab.

Click on the [1099](#) link.

Withholding Vendor Information

SetID: SHARE Location: MAIN
Vendor ID: 0000027768 Description: MAIN
Short Vendor Name:
Name 1: A & K HARDWARE HANK

1099 Options						
1099 Information						
Main Information						
*Entity	*Type	*Jurisdiction	Default Jurisdiction	*Default Class	*1099 Status	
IRS	1099	FED	<input checked="" type="checkbox"/>	07	RPT	Reporting Only

1099 Reporting Information			
Main Information			
*Entity	*Address	TIN Type	Taxpayer Identification Number
IRS	2	F	450438669

OK Cancel

The following is what needs to be completed in order to report properly:

1099 Information section

Entity = This field will always be "IRS."
Type = This field will always be '1099'.
Jurisdiction = This field will always be 'FED'.

VMR-VRO CHECKLIST - HOW TO ADD NEW VENDORS

- Default Class** = Select the appropriate class to default into the voucher. There must always be one default selected, and only one.
- 1099 Status** = This field will always be 'RPT'
- 1099 Reporting Information section**
- Entity** = This field will always be "IRS."
- Address** = Enter the number of the address you want the 1099 to be mailed to. This no longer defaults in, but must be keyed in or selected from the look-up feature. Make sure this field does not point to an address that says "CHOOSE THE CORRECT LOCATION."
- Tin Type** = Either "S" for social security number or "F" for federal employer ID
- Taxpayer Identification Number** = The vendor's social security number or federal employer ID number. Enter this number without hyphens or spaces.

Click OK.

SAVE THE VENDOR AT THIS POINT.

Next, you must check the withholding box on the Identifying Information tab for the 1099 reporting to work:

The screenshot shows the 'Identifying Information' tab of the Vendor Registry form. The 'status:' dropdown is set to 'Approved'. The '*Classification:' dropdown is set to 'Supplier'. The 'Persistence:' dropdown is set to 'Regular'. The 'HCM Class:' dropdown is empty. Below these are three checkboxes: 'VAT Registration' (unchecked), 'Withholding' (checked), and 'Open For Ordering' (checked). To the right of the 'Withholding' checkbox are the labels 'Registration', 'VAT Default', and 'VAT Service Treatment Setup'. At the bottom right are two buttons: 'Expand All' and 'Collapse All'.

Feel free to contact the Vendor Registry Office at spovendor@nd.gov for help or guidance in entering or updating vendor information. The Vendor Registry Office will research the information, take the appropriate action and respond to your inquiry in a timely manner.